



GOVERNING BOARD AGENDA
REGULAR MEETING, GOVERNING BOARD
PALOMAR COMMUNITY COLLEGE DISTRICT
GOVERNING BOARD ROOM, STUDENT SERVICES CENTER
COLLEGE CAMPUS
SAN MARCOS, CALIFORNIA
TUESDAY, OCTOBER 9, 2001, 7:00 P.M.

NOTICE TO PUBLIC: In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a five-minute time limit per person. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

The Board meets the second Tuesday of every month starting at 7:00 p.m. in the Governing Board Room of the Student Services Building on the Palomar College Campus in San Marcos, California, unless changed in advance by Board action.

Anyone having an interest in documents on file should call the Governing Board's Executive Assistant in the President's Office on extension 2104.

A.	Call to Order	2
B.	Roll Call	2
C.	Approval of Minutes	2
D.	Call for Removal of Items from or Changes to Agenda	2
E.	Report of the Board President	2
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A. CALL TO ORDER

Pledge of Allegiance

B. ROLL CALL

Establishment of a Quorum

C. RECOMMENDATION: ACTION - APPROVAL OF MINUTES

The Governing Board hereby approves the **Minutes** of the Special Meeting held **September 8, 2001**.

The Governing Board hereby approves the **Minutes** of the Regular Meeting held **September 11, 2001**.

D. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA

E. REPORT OF THE GOVERNING BOARD PRESIDENT

F. REPORTS OF THE GOVERNING BOARD MEMBERS

G. REPORT OF THE SUPERINTENDENT/PRESIDENT

CONSENT CALENDAR

NOTICE TO PUBLIC: There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.

H.

PAYROLL

1. RECOMMENDATION: ACTION – APPROVE PERSONNEL ACTIONS HISTORY

The **Personnel Actions History** report, which includes hires and pay rate changes for short-term and student employees for the month of **September, 2001**, is hereby approved. **Exhibit H-1**

FISCAL SERVICES

2. RECOMMENDATION: ACTION - APPROVE REVOLVING CASH EXPENDITURES

The **Revolving Cash Expenditures Report**, for the month of August, 2001, is hereby approved. **Exhibit H-2**

3. RECOMMENDATION: ACTION - APPROVE DRAWING NEW WARRANTS

The Governing Board hereby authorizes the Disbursing Officer to draw **new warrants** as follows:

Warrant #76-031701, dated September 22, 2000, in the amount of \$29.00, to Poncho M. Alvarez, 1924 Sheridan Avenue #46, Escondido, CA 92026. Voided due to stale dating.

Warrant #76-172078, dated August 19, 1997, in the amount of \$34.46, to Mary L. Thomson, Palomar College Library. Voided due to stale dating.

GIFTS

4. **RECOMMENDATION: ACTION – ACCEPT GIFTS**

The Governing Board hereby accepts the following **gifts** and directs that an appropriate letter of appreciation be sent:

- a. Eight 17” Computer Monitors to be used in Physics Labs, donated by **Martin Mason**, 462 N. Twin Oaks Valley Road, Apt. F, San Marcos, California 92069. Total cash value as estimated by donor is \$800.00.
- b. Nine cubic foot General Electric refrigerator to be used by the Public Safety Department at 184 Santar Place, as evidence refrigerator, donated by **Ben and Kate Echeverria**, 1824 Queens Way, Vista, California 92084. Total cash value as estimated by donor is \$300.00.

TRAVEL

5. **RECOMMENDATION: ACTION – APPROVE TRAVEL EXPENSES**

The Governing Board hereby approves/ratifies **travel expenses** for the following person :

- a. **Robert L. Dougherty, Jr., M.D.**
 Advanced Funds? Yes
 For: Mileage, parking, meals, registration, miscellaneous
 To attend: ACCT Convention
 Location: San Diego, California
 Date: October 10-13, 2001
 Amount: \$890.68
 Budget Acct. No.: 575200-11-111100-66100-10-2002-0000000

BUSINESS SERVICES

6. **RECOMMENDATION: ACTION – REVIEW AND APPROVE PURCHASES MADE FOR PRIOR SIXTY DAYS**

The Governing Board hereby reviews and approves all **purchase transactions and contracts** entered into on behalf of the Palomar Community College District, as detailed on information spreadsheet **Exhibit H- 6**. All purchases listed herein are made against the 2001-2002 fiscal year budget.

Purchase Orders	0240132	through	0240177	\$155,248.01
Travel	0250017	through	0250024	\$ 3,002.00
Advertising/Increases	0260025	through	0260033	\$ 50,407.41
Agreement/Services	0270112	through	0270168	\$210,794.59
Repairs	0275020	through	0275023	\$ 8,912.09
Agreement/Annual	0280071	through	0280122	\$126,692.66
Utilities	0295046	through	0295056	\$ 61,869.75
Library Orders	0225010	through	0225012	\$ 281.98
				<u>\$664,100.03</u>

PERSONNEL

7. RECOMMENDATION: ACTION – RATIFY CORRECTION TO ACADEMIC CONTRACT

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **correction** to the following **academic contracts**:

- a. Name: **WILLIAM B. JAHNEL**
Position: Assistant Professor
Department: Economics, History, and Political Science
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: F/8
% of position: 100%
of Mos: 10
Effective: August 24, 2001
- b. Name: **MARTIN S. MASON**
Position: Assistant Professor
Department: Physics & Engineering
Remarks: Increased step placement due to verification of previous related work experience.
Sal Rng/Stp: E/8
% of position: 100%
of Mos: 10
Effective: August 24, 2001
- c. Name: **PATRICK J. O'BRIEN**
Position: Counselor
Department: Extended Opportunity Programs and Services
Remarks: Increased range and step placement due to receipt of official transcripts and verification of previous related work experience.
Sal Rng/Stp: D/4
% of position: 100%
of Mos: 11
Effective: August 27, 2001

8. RECOMMENDATION: ACTION – RATIFY NEW CLASSIFIED POSITIONS

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the approval of the following **new classified positions**:

- a. **Position:** **OUTREACH COORDINATOR**
Department: GEAR UP/Student Support Services
Division: Student Support Programs
Remarks: Funded-GEAR UP
Range: 20/1
% of position: 100%
of Mos: 12
Effective: October 1, 2001
- b. **Position:** **OUTREACH COORDINATOR**
Department: GEAR UP/Student Support Services
Division: Student Support Programs
Remarks: Funded-GEAR UP
Range: 20/1
% of position: 100%
of Mos: 12
Effective: October 1, 2001

- c. **Position:** **TECH PREP COORDINATOR**
Department: Vocational Technology
Division: Vocational Technology
Remarks: Funded-Tech Prep Grant
Range: 35/1
% of position: 45%
of Mos: 11
Effective: October 1, 2001
- d. **Position:** **FISCAL SPECIALIST**
Department: Educational Television
Division: Instruction
Remarks: Funded - 50% CCCSAT and 50% District
Range: 30/1
% of position: 100%
of Mos: 12
Effective: September 15, 2001
- e. **Position:** **OFFSET PRESS OPERATOR**
Department: Graphic Services
Division: Administrative Services
Range: 19/25 "y-rated"
% of position: 100%
of Mos: 12
Effective: September 18, 2001

9. **RECOMMENDATION: ACTION - RATIFY CHANGE TO CLASSIFIED POSITION**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **change** of the following **classified positions**:

- a. **Position:** **PRODUCTION COORDINATOR**
Name: William L. Wisneski
Department: Educational Television
New?: No
Remarks: Increase position from 45% to 100%. Position will now include medical benefits. Funded- 55% CCCSAT & 45% PFE
Sal Rng/Stp: 23/1
% of position: 100%
No Mos: 12
Effective: August 20, 2001
- b. **Position:** **ADMINISTRATIVE SECRETARY**
Name: Donna V. Holloman
Department: Admissions, Records, and Veterans' Services
New?: No
Remarks: Increase position from 45% to 100%. Position will now include medical benefits.
Sal Rng/Stp: 19/2
% of position: 100%
No Mos: 12
Effective: October 10, 2001

10. **RECOMMENDATION: ACTION - RATIFY CLASSIFIED RECLASSIFICATION**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **reclassification** of the following **classified positions**:

- a. **Position:** **CLIENT SERVICES ASSISTANT**
Department: Educational Television
Name: Vacant
New?: No
Remarks: Salary grade was 15. Funded-CCCSAT
Effective: October 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **20/1**

- b. **Position:** **CALWORKS BUDGET TECHNICIAN**
Department: CalWORKs
Name: Vacant
New?: No
Remarks: Position was Senior Accounting Assistant, grade 20. Funded-CalWORKs
Effective: October 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **22/1**

- c. **Position:** **COUNSELING SUPPORT SPECIALIST**
Department: Career Services
Name: Vacant
New?: No
Remarks: Position was Career Center Advisor, grade 20
Effective: October 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **16/1**

- d. **Position:** **CHILD CARE OPERATIONS ASSISTANT**
Department: Child Development Center
Name: Carol A. Gidner
New?: No
Remarks: Position was Senior Office Specialist, grade 14. Funded 80%
Child Center-20% District.
Effective: January 1, 2001
% of position: 100%
of Mos: 11
Sal Rng/Stp: **18/14**

- e. **Position:** **STAFF ASSISTANT**
Department: Business Services
Name: Christine Wick
New?: No
Remarks: Position was Administrative Secretary, grade 19
Effective: July 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **23/5**

- f. **Position:** **GRAPHIC SPECIALIST III**
Department: Graphic Services
Name: Marjory A. Adcock
New?: No
Remarks: Position was Graphic Specialist II, grade 23
Effective: July 1, 2001
% of position: 100%
of Mos: 12
Sal Rng/Stp: **25/8**
- g. **Position:** **ADMINISTRATIVE SECRETARY**
Department: Vocational Technology
Name: Vacant
New?: No
Remarks: Position was Grant Support Technician, grade 16 at 60%. Position
 no longer includes medical benefits.
Effective: October 1, 2001
% of position: 45%
of Mos: 12
Sal Rng/Stp: **19/1**

11. **RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

- a. Name: **CALVIN W. LEW**
Position: Instructional Computer Lab Technician
Department: Foreign Languages 50%/Reading 50%
New?: No
Remarks: Replacement
Sal Rng/Stp: 25/1
% of Position: 100%
of Mos: 12
Effective: September 10, 2001
- b. Name: **CHERYL D. DELOATCH-LANE**
Position: Office Specialist
Department: Regional Occupational Programs
New?: No
Remarks: Replacement
Sal Rng/Stp: 10/1
% of Position: 100%
of Mos: 12
Effective: October 8, 2001
- c. Name: **BRIAN G. ENGLEMAN**
Position: Academic Department Assistant
Department: Regional Occupational Programs
New?: No
Remarks: Replacement
Sal Rng/Stp: 19/2
% of Position: 100%
of Mos: 12
Effective: October 1, 2001

- d. Name: **NICOLE R. MOREAU-DEIBERT**
 Position: Counseling Support Specialist
 Department: Career Services
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 16/10
 % of Position: 100%
 # of Mos: 12
 Effective: October 8, 2001
- e. Name: **DEBBIE J. CHEESMAN**
 Position: Office Specialist
 Department: Counseling, Guidance & Career Development at Escondido
 College Center
 New?: No
 Remarks: Replacement; funded - PFE.
 Sal Rng/Stp: 10/1
 % of Position: 45%
 # of Mos: 12
 Effective: October 8, 2001
- f. Name: **FLOYD COLLINS**
 Position: Offset Press Operator
 Department: Graphic Services
 Position #: 006239
 New?: Yes
 Remarks: Transfer in lieu of layoff.
 Sal Rng/Stp: 19/25 " y-rated"
 % of Position: 100%
 # of Mos: 12
 Effective: September 18, 2001
- g. Name: **SHIRLEY A. OWEN**
 Position: Senior Administrative Secretary
 Department: Escondido College Center
 Position #: 006231
 New?: No
 Remarks: Transfer in lieu of layoff
 Sal Rng/Stp: 23/25 "y-rated"
 % of Position: 100%
 # of Mos: 12
 Effective: September 10, 2001
- h. Name: **JAMES E. McCANN**
 Position: HVAC Technician
 Department: Building Services
 New?: No
 Remarks: Replacement
 Sal Rng/Stp: 27/1
 % of Position: 100%
 # of Mos: 12
 Effective: October 5, 2001

12. **INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the **Professional Growth Program for Classified Employees**, the following employee is granted a **\$500 annual stipend**, prorated on a monthly basis, effective September 1, 2001:

Name	Position	Course of Study
Nicole Moreau-Deibert	Counseling Support Specialist Counseling, Guidance, and Career Development	Job-Related and Teaching Credential

13. **RECOMMENDATION: ACTION - GRANT EQUIVALENCY FOR DISCIPLINE**

Upon the recommendation of the Faculty Senate Equivalency Committee, the Governing Board approves the granting of **equivalency to minimum qualifications** for the discipline listed:

Sally Greenleaf – Performing Arts

14. **RECOMMENDATION: ACTION - RATIFY ADJUNCT FACULTY EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the employment of the following adjunct faculty, at the rates indicated for Summer, 2001, Fall, 2001, and Spring, 2001 (day and/or evening); said adjunct faculty is not scheduled to teach more than a 60-percent annual load:

SUMMER, 2001

PUBLIC SAFETY

Hitchcock, Kevin	Fire Technology A.S., Fire Technology 6 + Years' Experience	\$36.29
Page, Andrew	Fire Technology A.A., General Studies 6 + Years' Experience	\$36.29

FALL, 2001

BUSINESS EDUCATION

O'Carroll, Barbara	Office Information Systems B.A., Business Education 2 + Years' Experience	\$36.29
Patel, Catherine	Office Information Systems B.A., Business Education 2 + Years' Experience	\$36.29

COMMUNITY EDUCATION

Hoffman, Julie	Community Education B.A., Communicative Disorders M.A., Communicative Disorders	\$37.29
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ENGLISH AS A SECOND LANGUAGE

Lemus, Maria	English as a Second Language (non-credit) B.S., Psychology 2 + Years' Experience	\$36.29
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Meneses, Gonzalo	English as a Second Language (non-credit) M.D., Medicine 2 + Years' Experience	\$39.91
Rodriguez, Veralicia	English as a Second Language (non-credit) B.S., Education 2 + Years' Experience	\$36.29
Vallette, Gretchen	English as a Second Language (non-credit) B.S., Early Childhood Education M.A., Teaching English to Speakers of Other Languages	\$37.49
FOREIGN LANGUAGE		
Schwalbach, Sarah	Spanish B.A., Spanish M.A., Spanish	\$37.49
MATHEMATICS		
Cross, William	Mathematics B.S., Chemistry M.S., Fuel Technology Ph.D., Chemistry California Community College Credential: Mathematics California Community College Credential: Physics	\$39.91
PERFORMING ARTS		
Greenleaf, Sally	Music B.A., Music Certificate: Kodaly Music Education 2 + Years' Experience	\$36.29
<u>SPRING, 2002</u>		
BEHAVIORAL SCIENCES		
Wallace, Margaret	Religious Studies B.S., Education Masters of Divinity California Community College Credential: Philosophy and Religion	\$38.70
GRAPHIC COMMUNICATIONS		
Mongelluzzo, Jon	Graphic Communications A.B.J., Telecommunication Arts 2 + Years' Experience	\$36.29

Resumption of REGULAR AGENDA

I. ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR

J. REPORTS FROM COLLEGE GROUPS

1. **INFORMATION: Report of the Faculty Senate**
2. **INFORMATION: Report of the Palomar Faculty Federation**
3. **INFORMATION: Report of The Faculty**

4. **INFORMATION: Report of the Administrative Association**
5. **INFORMATION: Report of the CCE/AFT**
6. **INFORMATION: Report of the Associated Student Government**

K. UNFINISHED BUSINESS

1. **RECOMMENDATION: ACTION - APPROVE DELETION OF BP 460 - STUDENT PLACEMENT SERVICES FEE**

As the implementation of this policy is cumbersome for staff, and it has not been followed recently, it is proposed that it be deleted from Board policy. BP 460 currently reads:

**BP 460
Student Placement Services Fee (93-16317)**

The Governing Board of Palomar Community District recognizes the need for the District's Student Placement Services to provide quality services and hereby authorizes that a student placement services fee be charged to non-students to assist in offsetting costs. GB 4-12-94

The Governing Board hereby **deletes Board Policy 22.**

L. NEW BUSINESS

1. **RECOMMENDATION: ACTION - RATIFY CLASSIFIED EMPLOYMENT**

The Governing Board hereby ratifies the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

- a. Name: **RYAN J. BANKS**
Position: Police Officer I
Department: Campus Police
New?: Yes
Remarks: Position approved 10/12/99
Sal Rng/Stp: **31/1**
% of Position: 100%
of Mos: 12
Effective: October 10, 2001
- b. Name: **MICHAEL S. VAFEADOS**
Position: Police Officer I
Department: Campus Police
New?: Yes
Remarks: Position approved 3/23/99
Sal Rng/Stp: **31/1**
% of Position: 100%
of Mos: 12
Effective: October 10, 2001

Administration of Oath of Office to Ryan J. Banks and Michael S. Vafeados.

2. **RECOMMENDATION: ACTION - APPROVE BOARD GOALS FOR 2001-2002**

The Governing Board hereby approves the following **Goals for the Palomar Community College District for 2001-2002**, which were developed at the September 8, 2001 Board Retreat:

1. **Student Learning and Success**

- a. Partner with District K-12 schools to improve college readiness of their students.
- b. Continue to work toward fulfilling the Vanguard Goals as they pertain to student learning and success.

2. **Planning**

- a. Evaluate and revise, where indicated, the planning and decision-making process to reflect what is best for the college.
- b. Develop a comprehensive Educational Master Plan that includes education, facilities, and technology master plans through 2020.
- c. Include institutional review as a factor in the planning process.
- d. Link the unit action plans to resource allocation.
- e. Cooperate with neighboring community college districts/boards in the planning of additional College Centers.
- f. Implement process for the college self-study in preparation for the spring, 2003, accreditation visit.

3. **College Resources**

- a. Link planning to resource allocation, including reallocation of funds, where appropriate.
- b. Continue working in cooperation with the Foundation and President's Associates to secure additional resources for college priorities.
- c. Continue grants development efforts to secure additional resources.

4. **Staffing and Diversity**

- a. Support a college strategic value which encourages and appreciates diversity among students and staff.
- b. Develop and implement a five-year plan that makes progress toward achieving the 75 full-time/25 part-time faculty ratio.
- c. Continue to work toward achieving Vanguard goals as they apply to staffing and diversity.
- d. Provide an environment that results in fair and equitable employee contracts and sustain the climate of mutual respect and cooperation.

5. **Community Development**

- a. Continue to develop partnerships with government agencies, education institutions, business, and industry.

6. **Technology**

- a. Fully support the implementation of PeopleSoft, including fiscal resources and staff.
- b. Continue to work toward fulfilling the Vanguard Goals as they apply to the use of technology.
- c. Include the technology plan in the college Master Plan.

7. Facilities and Grounds

- a. Maximize facility use through improved scheduling of classes.
- b. Evaluate the feasibility of buying land for a buffer zone/other for the San Marcos campus.
- c. Continue to enhance the safety and security of the San Marcos campus and College Centers.
- d. Continue to improve the aesthetics and cleanliness of the San Marcos campus.

8. Legislative Issues

- a. Continue to develop positive relationships with legislators and their staff.

9. Participative Decision-Making

- a. Streamline governance structures to promote inclusiveness, action, and accountability.

3. Item removed from agenda.

4. **RECOMMENDATION: ACTION - RECEIVE BIDS FOR PALOMAR COLLEGE WEIGHTLIFTING EQUIPMENT, FIND SAMPSON EQUIPMENT, YORK BARBELLS, AND MAVRIK BARBELL COMPANY THE LOWEST RESPONSIVE BIDDERS, AND APPROVE AWARD OF AGREEMENT**

The following **Weightlifting Equipment bid** was received by the Palomar Community College District from the firms indicated in response to Notice to Bidders published on August 30 and September 4, 2001:

BIDDERS

Sampson Equipment
Fairacres, New Mexico

York Barbells
York, Pennsylvania

Mavrik Barbell Company
Van Nuys, California

The Governing Board hereby finds Sampson Equipment, York Barbells, and Mavrik Barbell Company to be the lowest, responsive bidders to the Palomar Community College District on the aforesaid Weightlifting Equipment bid, and authorizes an agreement as outlined on the attached price schedule, **Exhibit L-4**, between these companies and the District, subject to compliance with all insurance requirements. Funding Source: Non-Resident Capital Outlay Account

5. **RECOMMENDATION: ACTION - SCHEDULE SPECIAL BOARD WORKSHOP**

The Governing Board hereby schedules a **workshop** for **October 23, 2001**, beginning at **7 p.m.**, in the **Staff Lounge** on the San Marcos campus. The purpose of the meeting will be to develop the Board's annual self-evaluation process.

6. **RECOMMENDATION: ACTION - APPROVE TRAVEL, MEALS AND LODGING FOR E-CONFERENCING VENDOR REVIEW COMMITTEE BY NON-DISTRICT PERSONNEL**

The Governing Board hereby approves **advanced travel and payment of meals and lodging** in a total amount not to exceed Five Thousand Dollars (\$5,000.00) to bring nine (9) **non-District employees** to the **San Marcos campus** during the period November 25-27, 2001, to participate as an **RFP review committee** for selection of a vendor to provide **e-Conferencing** under the Grant for e-Conferencing received by the District. This expenditure will be **funded from e-Conferencing Grant funds. Exhibit L-6**

7. **RECOMMENDATION: ACTION - APPROVE TRAVEL, MEALS, AND LODGING FOR E-CONFERENCING VIDEO PRODUCTION BY NON-DISTRICT PERSONNEL**

The Governing Board hereby approves **advanced travel and payment of meals and lodging** in a total amount not to exceed Six Thousand Dollars (\$6,000.00) to bring seven (7) **non-District employees** to the **San Marcos campus** during the period October 3, 10, 17, 24, and 31, 2001, to participate in the **production** of five (5) **satellite training videos** pertaining to the **e-Conferencing Grant** administered by the District. This expenditure will be **funded from e-Conferencing Grant funds. Exhibit L-7**

8. **RECOMMENDATION: ACTION - APPROVE TRANSFER OF APPLE PLAN ASSETS AND TRUST TO MID-AMERICA MANAGEMENT, INC.**

BE IT RESOLVED, That the Governing Board of the Palomar Community College District hereby approves the **transfer** of the **assets** of its **employee retirement plan** known as **APPLE** (Accumulation Program for Part-Time and Limited-Service Employees), from Bank of America and Great Southern Life Insurance Company (an Americo Financial Life Insurance Company) to **MidAmerican Management, Inc.** ("MidAmerican"), authorizes Keenan & Associates to provide ongoing administrative consulting services in connection with the plan, authorizes Jack Miyamoto, Ed. D., Assistant Superintendent/Vice President of Human Resources and Affirmative Action, to execute all documents and take all actions necessary to carry out this transfer, and approves the form of the Resolution as contained in the back-up to this resolution. **Exhibit L-8**

9. **RECOMMENDATION: ACTION - APPROVE LEASE WITH ACS STATE AND LOCAL SOLUTIONS, INC., FOR 1925-1941 EAST VALLEY PARKWAY, ESCONDIDO**

The Governing Board hereby approves a **lease** agreement for space at Palomar College, Escondido, commonly described as 1925-1941 East Valley Parkway, Escondido, California 92027, with **ACS State and Local Solutions, Inc.** ("ACS"), successor in interest to Lockheed Martin, IMS, for the North County Inland Career Center operation funded through the Workforce Partnership, for a monthly rent of Seven Thousand, Six Hundred Ninety Six Dollars and Sixty-five Cents (\$7,696.65) payable monthly in advance, for the period October 1, 2001, to June 30, 2002, subject to an option to renew by mutual agreement of the District and ACS for additional one year terms; plus a four percent (4%) monthly charge for the term of the lease, added onto this monthly rent, as compensation for Lessee's real estate broker's services payable in lump sum on or before November 1, 2001, to Burnham Real Estate Services of San Diego.

10. **RECOMMENDATION: ACTION - APPROVE AND ACCEPT WORK OF IMPROVEMENT ON PARKING LOT NO. 15, AUTHORIZE FILING OF NOTICE OF COMPLETION AND RELEASE OF RETENTION**

The Governing Board of the Palomar Community College District hereby **accepts** the **work of improvement on Parking Lot No. 15** performed in accordance with the plans and specifications prepared by Parsons Transportation Group of Parsons Engineering Science, Inc., including curb return street improvements at Comet Circle and Mission Road (west) and stripping of Comet Circle, moving the entrance to Parking Lot No. 15 to a right turn off Mission Road westbound; with the curb return and street improvements being constructed by Ray White Cement of Fallbrook, CA, sandblasting by R. W. Little Sandblasting & Coatings Company of San Diego, CA, and striping completed by AMBRIT Services of El Cajon, CA; the Notice of Completion of this Project shall be filed with the County Recorder of San Diego County, and any and all retention shall be released to the contractors upon the expiration of thirty-five days following recordation of the Notice of Completion.

11. **RECOMMENDATION: ACTION – APPROVE PAYMENT OF FUNDS FOR BUSINESS OUTREACH SEMINAR AND MEETING**

The Governing Board hereby approves a five hundred dollar (\$500.00) payment as a **deposit** to the **California Center for the Arts**, Escondido, California, for a **Business Outreach seminar and meeting** scheduled for November 30, 2001, to introduce the **Customer Service Academy**. An additional amount of approximately \$700.00 to be paid on or after the event, is not to exceed \$1,200.00 total.

12. **RECOMMENDATION: ACTION - AUTHORIZE PAYROLL DEDUCTIONS TO PURCHASE TAX-SHELTERED ANNUITIES FROM PMG MARKETING**

The Governing Board hereby approves **PMG Marketing, 500 Australian Avenue, Suite 85, West Palm Beach, FL 33401**, as a tax-sheltered annuity provider and is added to the District's approved list for such vendors. Payroll deductions are hereby authorized for the purpose of purchasing tax-sheltered annuities from the aforementioned vendor.

13. **RECOMMENDATION: ACTION - DECLARE PHOTOGRAPHIC EQUIPMENT SURPLUS AND AUTHORIZE LOCAL AUCTION**

The Governing Board hereby approves that the **photographic equipment and accessories** of the Palomar Community College District, described in detail in the accompanying memorandum dated September 10, 2001, be declared **surplus**, and shall be offered for sale at a local public **auction** to be conducted by District staff within the next sixty (60) days, in accordance with District Procedure 552 and California Education Code Section 81450. **Exhibit L-13**

M. COMMENTS FROM OTHER INDIVIDUALS AND GROUPS

1. **INFORMATION: Comments from Other Individuals or Groups**

In accordance with Board Procedure 12.10.1, members of the public who wish to address the Board on matters within its jurisdiction have a **five-minute time limit per person**. The Board may ask a group to select a spokesperson and may limit the number of speakers on a particular topic unless the proposed speakers are addressing different concerns.

N. CLOSED SESSION

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code 54957.6.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code Section 54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code 54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code 54957.6.

O. RECONVENE TO OPEN SESSION

P. ADJOURNMENT